

**SECTION 1**  
**NOTICE OF REQUEST FOR QUALIFIED VENDOR APPLICATIONS (RFQVA)**  
**State of Arizona**

**Department of Economic Security (DES) or (Department)**  
**Division of Developmental Disabilities (DDD) or (Division)**

**RFQVA Number: DDD 704012**

**[ ] Time Limited**

**[ x ] Open and Continuous**

**Application Due Date:**

Pursuant to Arizona Revised Statutes (A.R.S.) § 36-557 and rules adopted thereunder (R6-6-2101 et seq.), which are incorporated herein by reference, Applications for Habilitation, Music will be accepted by the Division at the time and manner specified below. Through this Request for Qualified Vendor Applications (RFQVA) the Arizona Department of Economic Security (DES or Department), Division of Developmental Disabilities (DDD or Division) will execute Qualified Vendor Agreements with providers for the provision of this service.

Applications must be submitted electronically using the Qualified Vendor Application and Directory System as well as submitting a printable hard copy with signatures and necessary additional documentation. See Section 3 and Section 9.

Applications will be accepted from current contracted providers beginning May 9, 2003. To assure service continuation effective July 1, 2003 Applications should be submitted by June 1, 2003 at 5 p.m. Arizona time. Applicants new to DDD may submit Applications beginning June 5, 2003. All Applicants shall not expect to be awarded an agreement sooner than 60 days after the submittal of a complete Application.

**Submittal Location:**

**ELECTRONICALLY GENERATED HARD COPY WITH ORIGINAL SIGNATURE**  
**AND NECESSARY DOCUMENTATION**

In Person or By Courier to:

DDD Contract Unit, 4<sup>th</sup> Floor Southwest  
Business Operations – Site Code 791A  
Division of Developmental Disabilities  
Arizona Department of Economic Security  
1789 West Jefferson Street  
Phoenix, Arizona 85007  
(602) 542-6874

By Mail to:

DDD Contract Unit  
Business Operations – Site Code 791A  
Division of Developmental Disabilities  
Arizona Department of Economic Security  
P.O. Box 6123  
Phoenix, Arizona 85005

**Service:** Habilitation, Music

Persons with a disability may request a reasonable accommodation by contacting the RFQVA contact person. (For TDD/TTY call through the Arizona Relay Service at 800 367-8939). Requests should be made as early as possible to allow time to arrange the accommodation.

**Agreement Type:** Qualified Vendor Agreement with Published Rate

**Agreement Term:** 12 months beginning no sooner than 7/1/03, with five one-year options for the Division to extend or renew the agreement, with all agreements ending 6/30/09. The agreement can be terminated as specified in Section 6, DES/DDD Terms and Conditions.

**RFQVA Contact Person** (Phone/email)

Marie Secor (602) 542-6896 /MSecor@mail.de.state.az.us)

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DDD Procurement Specialist

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Date

**AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY**